

Box reserved for Personnel Section

		RPA #	C&P Analyst Approval	Date
Employee Name		Division Administrative Support Services		
Position No / Agency-Unit-Class-Serial 502-541-4567-003		Unit Accounting Department		
Class Title Senior Accounting Officer Specialist		Location Department of State Hospitals - Patton		
SUBJECT TO CONFLICT OF INTEREST <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CBID R01	WORK WEEK GROUP 2	PAY DIFFERENTIAL	OTHER

BRIEFLY (1 or 2 Sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the general supervision of the Accounting Administrator II, the Senior Accounting Officer Specialist performs professional accounting duties. A professional accountant typically has responsibility for maintaining account records for organizational units and may have budgetary and/or business management control; exercises central fiscal control activities; prepares; review and analyzes all types of accounts and records of financial transactions and performs other related work.

% OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST; PERCENTAGE MUST TOTAL 100%. (Use additional sheet if necessary.)
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70%

MAJOR TASK, DUTIES, AND RESPONSIBILITIES

- Is responsible for reviewing and validating cash receipts and remittance to the State Controller's Office monthly. This includes reimbursements, revenue, abatements, and payroll accounts receivable for all three current and prior years. Is responsible for analyzing and balancing general ledgers Cash, and Cash in Transit, for all accounts. Draws information from various FI\$Cal reports to ensure accuracy of cash remittances. Identifies and researches all abnormal transactions and process Transaction Request documents to correct erroneous cash remittances.
- Is responsible for the monthly bank reconciliation of CTS Account 156. Researches and meets with various levels of staff and control agencies to determine corrective action to clear reconciling items in FI\$Cal. Maintains manual logs to support the reconciliation process. Monitors and verifies that the postings have correctly posted to FI\$Cal as transactions are completed. Initiate's inquiries and requests to correct posting errors to the State Treasurers Office (STO) records. Verifies check log, check foils and cash state receipts ensuring they are all accounted for in FI\$Cal.
- Is responsible for ensuring there is a sufficient balance in the Office Revolving Fund. Reviews the revolving fund reconciliation and researches any outstanding payments of 30 days or more. Ensures that all invoices are reimbursed timely and accurately by staff.
- Is responsible for completing monthly the SCO/Agency reconciliations. Researches and meets with various levels of staff to determine corrective action to clear reconciling items in FI\$Cal for three fiscal years and posts transactions. Monitors and verifies that the postings have correctly posted to FI\$Cal as transactions are completed. Initiate's transaction requests to correct posting errors on the State Controller's Office (SCO) reports. Ensures all reconciling items are researched, documented, and corrected each month.
- Is responsible for reviewing FI\$Cal encumbrance document reports quarterly. Researches, analyzes, and verifies encumbrances and abnormal balances and make corrections and adjustments as necessary. Closes reverting year documents in general ledgers encumbrances and accounts payable, at the end of the fiscal year. Assists Accounts Payable unit in processing accruals at year-end for inclusion in the financial statements.
- Is responsible for reviewing the Fi\$cal Month End Closing (MEC) reports and working with various levels of accounting staff resolve outstanding/reconciling transactions.
- Is responsible for reviewing daily JE datasets and distributing to the appropriate staff for Fi\$cal Reclassification.

	<ul style="list-style-type: none"> ▪ Completes the monthly review of DGS and SCI JEs/invoices and reclassify invoices in the Fi\$cal System ▪ Assists in the preparation of the financial statements at year-end. ▪ Utilizes the Monarch software to prepare custom reports from data retrieved from FISCAL reports. Prepares reliable, concise and comprehensive statistical reports and other related work as assigned and provides fiscal data to management. ▪ Reviews, analyzes, interprets, and applies all laws and rules governing the accounting office. Provides technical expertise to staff and management in applying accounting policies, rules, and regulations. Reviews Administrative Directives and recommends changes. Directs the processing of executive orders, allocation orders and work orders. ▪ Assigned various accounting responsibilities and special projects and is accountable to carry out the completion of these assignments. ▪ Assists employees (telephone or office visit) with any questions regarding accounting operations. ▪ Perform problem solving and troubleshooting of daily activities in order to achieve the department goals and objectives.
10%	<p><u>LEADERSHIP REPRESENTING THE ACCOUNTING DEPARTMENT</u></p> <ul style="list-style-type: none"> ▪ The Senior Accounting Officer Specialist makes recommendations and/or proposes reports for the Accounting Administrator I and II and/or Hospital management. ▪ Takes an active role in the quality improvement process and supports the Quality Improvement process in Accounting and may acts as a facilitator in Strategic Planning. ▪ Uses and follows Policy and Procedure Manuals, State Administrative Manual, and other reference materials as necessary to ensure proper course of action and accuracy in completion of work assignments and documents. ▪ Interprets and communicates accounting and department policies and procedures to hospital staff and outside agencies.
20%	<p><u>INTERPERSONAL RELATIONSHIPS</u></p> <ul style="list-style-type: none"> ▪ Contacts various local, county, state and federal governmental agencies. Maintains a positive rapport with the State Controller's Office, Department of Finance, Department of General Services, Department of Fi\$Cal, hospital staff, outside agencies, coworkers, and the public, in written correspondence and verbal communication. ▪ Interacts with all levels of management, supervisors, and line employees within the department and agency on a regular basis Utilizes a high degree of initiative, judgement, and responsibility when carrying out tasks and dealing with all staff and the public. ▪ Takes initiative to communicate with supervisors and coworkers to ensure a smooth flow of work and proper documentation when needed and follows through on problem resolutions. ▪ Promotes and maintains a teamwork environment and relationships with staff, thereby enhancing work productivity. ▪ Remains flexible with work schedules and job duties to meet the needs of the hospital. ▪ Provides flexibility and compliance while performing other duties as assigned.
Other Information	<p>1. SUPERVISION RECEIVED Under the general supervision of the Accounting Administrator II.</p>

2. SUPERVISION EXERCISED

May have lead responsibility over accounting clerical and semiprofessional staff.

3. KNOWLEDGE AND ABILITIES

KNOWLEDGE OF: Accounting principles and procedures; governmental accounting and budgeting; the uniform accounting system and financial organization and procedures of the State of California and related laws, rules, and regulations. Principles, practices, and trends of public and business administration such as budgeting, accounting, management analyses; and governmental functions and organizations.

ABILITY TO: Apply accounting principles and procedures; analyze data and draw sound conclusions; reason logically while utilizing a variety of analytical techniques to resolve complex governmental and managerial problems; develop alternatives and solution recommendations; present ideas and information effectively; provide consultative services and advise administrators on a variety of information; learn rapidly; follow directions; communicate effectively with other staff and all those contacted in the course of work; carry out good work habits such as punctuality, skill, neatness and dependability; make good judgements; make satisfactory progress in a prescribed training program; interpret written material; edit written material; write effectively; analyze written and numerical data accurately; make clear and concise oral presentations when necessary.

4. REQUIRED COMPETENCIES

INFECTION CONTROL – Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

SAFETY – Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards.

AGE SPECIFIC – Provides services commensurate with age of patients / clients being served. Demonstrates knowledge of growth and development of the following age categories:
☒ Young Adult(18-29) ☒ Early Adult(30-50) ☒ Late Adult(51-79) ☒ Geriatric(80+)

THERAPEUTIC STRATEGIES INTERVENTION (TSI) – Applies and demonstrates knowledge of correct methods in the Therapeutic Strategic Intervention (TSI).

CULTURAL AWARENESS – Demonstrates awareness to multicultural issues in the workplace which enable the employee to work effectively.

SITE SPECIFIC COMPETENCIES – The Senior Accounting Officer Specialist is responsible for ensuring that all rules and regulations and policies and procedures for establishment and collections of accounts receivables are adhered to. Ensures FISCAL database is reconciled to the SCO office and STO office monthly and all reconciling items are researched and corrected monthly. The Senior Accounting Officer Specialist must be able to qualify for a Fidelity Bond; maintain and exercise a high degree of ethics, integrity, confidentiality and professionalism while carrying out all job duties and representing the Accounting Department.

TECHNICAL PROFICIENCY (SITE SPECIFIC) – Knowledge of commonly used office material/equipment as well as specialized accounting electronic data processing equipment, including but not limited to calculators, typewriters, computers, printers, copiers, phones, etc.; and technical proficiency in office computer applications (ex: Excel, Word, Outlook, etc.) and specialized accounting operating systems and tools such as FISCAL, Monarch, CalATERS, and TACS II, etc.

5. LICENSE OR CERTIFICATION – Not Applicable

6. TRAINING - Training Category = No Contact

The employee is required to keep current with the completion of all required training.

7. WORKING CONDITIONS

EMPLOYEE IS REQUIRED TO:

- Report to work on time and follow procedures for reporting absences;
- Maintain a professional appearance;
- Appropriately maintain cooperative, professional, and effective interaction with employees, patients, and the public;

- Comply with Hospital policies and procedures.

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations determined by the operational needs of the hospital. Regular and consistent attendance is critical to the successful performance of this position. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free of symptoms indicating the presence of infection and are able to safely perform their essential job duties.

The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).

Employee's Signature

Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.



Supervisor's Signature

11/10/2021

Date



Reviewing Supervisor's Signature

11/10/2021

Date